

VIII. POST-AWARD MANAGEMENT OF FMPP GRANTS

Grant recipients are responsible for:

- Completing the following forms prior to receipt of federal funds:
 - (a) [Form AD-1047](#), “Certification Regarding Disbarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions.” This form must have the awardee’s original signature.
 - (b) [Form AD-1048](#), “Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.” This form must have the awardee’s original signature.
 - (c) [Form AD-1049](#), “Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals.” The awardee keeps this document for their records.
- Monitoring the performance of all project activities, and ensuring that the work is completed within the established time frame.
- Contacting the FMPP office 60 days before the grant’s expiration date to request a no-cost time extension if for any reason the project cannot be completed within the established time frame. A letter from the grantee briefly explaining the need for the extension and specifying a new ending date is required.
- Ensuring that FMPP funds are used only for activities covered by the approved project and workplan.
- Ensuring that proper accounting procedures are followed.
- Sending FMPP a copy of any contract or secondary agreement relating to the project.
- Submitting 6-month progress reports and, no later than 90 days after the expiration of the grant agreement, submitting a final report summarizing findings and accomplishments. (For further details, see next section, “Reporting Requirements for Awarded Grants.”)
- Submitting quarterly financial reports ([Form SF-270](#)) and, no later than 90 days after the grant expiration date, submitting a final financial report ([Form SF-269A](#), or in cases where program income is involved, [Form SF-269](#)).